

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

## Position Announcement

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<b>POSITION:</b>	Utilities Water and Wastewater Manager	Full Time
<b>LOCATION:</b>	Bad River Waste Water Treatment Plant	
<b>SALARY:</b>	Depending on Qualifications	
<b>RESPONSIBLE TO:</b>	Tribal Operations Manager	

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**Position Responsibilities:** The major responsibilities involve the operation of the Bad River system including the Wastewater Treatment Facility, public and water distribution system, all related activities and supervision of staff.

**Duties and Responsibilities:**

1. Financial and Administrative: record keeping, report generation and analysis related to plant operation, maintenance, finances, regulatory compliance; routine written and oral communication with agencies, Tribal Council, Tribal Administration, contractors, vendors and the public; preparation and rigorous adherence to budget; cultivation of alternative revenue streams; oversight of billing system and collection on delinquent accounts; assistance to Tribal Administration in forecasting and planning for the future development or redevelopment of the water and wastewater system.
2. Supervision: inspection of plant operation and maintenance; preparation of work schedules and staffing plans; oversight of staff training and certification programs; development and implementation of safety protocols for staff and visitors; education and public relations; facilitation of oversight activities; proactive compliance with applicable federal regulations; enforcement of Tribal codes related community water/wastewater system operation.
3. Laboratory and testing: sample collection; preparation and submittal of discharge monitoring reports; evaluation related formulation and implementation of corrections to plant processes; consultation with technical advisors and regulators as appropriate.
4. Operations and Maintenance: operation, monitoring, calibration and repair of water and wastewater facilities and equipments, including valves, pumps, engines, generators, electrical controls (timers, preventative and corrective maintenance (packing of pumps and valves; serving of bearings in motors and other equipment; welding; cutting; pipe repair; lubrication; cleaning of screens, sludge lines, etc.); coordinating installation and repair of new service connections and

water meters; miscellaneous tasks such as driving, loading and unloading vehicles, grounds maintenance, washing of facilities, equipment and tools.

**Knowledge:**

1. Principles of wastewater treatment and testing (Bad River has a class 1 wastewater plant; Sequence Batch Reactor/SBR, ultraviolet disinfection, aerobic digester)
2. Principles of municipal water/systems (pumping, storage, distribution and chemical management).
3. All applicable Federal and State regulations pertaining to community water and wastewater systems, including but not limited to the Federal Clean Water Act (NPDES permit process) and Safe Drinking Water Act and NR114 Wisconsin Administrative Code.
4. Programs, policies and procedures of federal and state agencies, i.e., IHS, DNR, EPA, USDA Rural Development.
5. Water and sewer construction and maintenance; mechanical and electrical system function and repair.
6. Principles of management and accounting.
7. Computer operations; word processing, spreadsheet, specialized applications.
8. Effective oral and written communication skills

**Physical Requirements:** Duties assigned to this position involve lifting, bending, carrying, climbing, twisting. These motions generally utilized in field/inventory work. Subject to inside and outside environmental conditions.

**Position Qualifications/Certifications:**

Certifications

Groundwater grade 1

Distribution grade 1

Wastewater Certifications with/sub classes

Ponds and Lagoons level 2

Activated Sludge level 2

Disinfection level 2

Lab level 2

Phosphorous level 2

1. Previous experience in the operation of wastewater treatment systems and municipal water

systems.

2. College or vocational school training in water quality and wastewater treatment preferred.

3. Valid commercial driver's license (CDL) or ability to obtain within 6 months and ability to meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy is required. **Please provide documentation of licenses.**

4. Subject to background security checks.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**APPLICATION AND RESUME TO:**

Bad River Tribe  
Attn: Personnel Office  
P.O. Box 39  
Odanah, WI 54861

**OPEN:**

**CLOSES:**